



September 26, 2013

Dear Accountability Coordinators:

DOWNLOADABLE STUDENT-LEVEL DATA FILES

The purpose of this letter is to notify you that the California Department of Education (CDE) is making student-level data files available for local educational agencies (LEAs) to download. The CDE is providing these files to help LEAs identify which student records should be updated and/or corrected in the California Longitudinal Pupil Achievement Data System (CALPADS). The corrected CALPADS data will be used to revise the state and federal accountability reports. The three files available for download are:

1. Continuous Enrollment for the Standardized Testing and Reporting (STAR) Program and California High School Exit Examination (CAHSEE)
2. Demographic for the STAR Program and CAHSEE
3. 2011–12 Cohort Graduation Rate

These files will be available for download until 5 p.m. on **Friday, November 8, 2013**.

Size of Downloadable Student-Level Data Files

Due to the size of the STAR Program demographic and continuous enrollment files, counties were separated into seven groups and given their own files. These files are available for download in text and Microsoft Excel file formats. The table below outlines the groups of counties and the corresponding file names:

County	STAR Program Demographic File Name	STAR Program Continuous Enrollment File Name
Alameda – Kern	StarDM_01-15	StarCE_01-15
Kings – Plumas	StarDM_16-32	StarCE_16-32
Los Angeles Unified	StarDM_LAU	StarCE_LAU
Los Angeles (not including Los Angeles Unified)	StarDM_19	StarCE_19
Riverside and San Diego	StarDM_33_37	StarCE_33_37
Sacramento – San Mateo	StarDM_34-41	StarCE_34-41
Santa Barbara – Yuba	StarDM_42-58	StarCE_42-58

The CAHSEE demographic and continuous enrollment and 2011–12 Cohort Graduation Rate files are not separated into groups and include all counties. These files are available for download are in text and Microsoft Excel file formats.

Microsoft Excel 2007 or greater is required to open all of these data files.

Downloadable Student-Level Files for PC Only

For security reasons, the CDE is unable to provide the downloadable student-level files for Mac users. However, since PCs are required for LEAs to submit Principal Apportionments, each LEA should have at least one PC available. The files must be downloaded and decrypted using a PC. Once the files are decrypted they may be transferred in text and/or Excel formats to a Mac.

Internet Posting of the Student-Level Data Files

In order to access these files, please follow the attached instructions for downloading the file. A separate e-mail has been sent to secure accountability Listserv users that provides the decryption passphrase needed to download the student-level data files. Both e-mails were sent out at the same time.

The CDE is providing student-level data files for your review. **Please do not provide the media or the public with these data or access to the internet site**, otherwise we will not be able to provide these files to LEAs in the future.

Continuous Enrollment Files for the STAR and CAHSEE

These files indicate if the student was considered continuously enrolled in the school and the district. In addition, for Academic Performance Index (API) determinations, the files indicate whether scores from an alternate education program (AEP) are being reassigned to a non-AEP school based on regulations outlined in the *California Code of Regulations*, Title 5, (5 CCR) Section 1039.2, adopted by the State Board of Education in January 2012. Business rules for Determining Students Who Are Continuously Enrolled can be found under the heading Assessment and Accountability on the CDE CALPADS Communications Web page at <http://www.cde.ca.gov/ds/sp/cl/communications.asp>. In addition, business rules for STAR and CAHSEE Demographics will soon be posted to that Web page.

Demographic Files for the STAR and CAHSEE

These files provide a comparison between the data on the student answer document (SAD) and the data obtained from CALPADS, which was extracted on June 28, 2013. This file should assist LEAs and schools in identifying data errors more easily.

2011–12 Cohort Graduation Rate File

This file contains student-level data used to calculate the 2013 Adequate Yearly Progress (AYP) cohort graduation rates (class of 2011–12) and includes each student's graduation status by county-district-school code and statewide student identifier. All of the students in the file are part of the 2011–12 cohort. Students are identified as part of the 2011–12 cohort if they were a first-time ninth grader in any public school in the 2008–09 school year.

Correcting Data Errors in CALPADS

LEAs have until the close of business on **October 31, 2013** to make final corrections in CALPADS to 2011–12 enrollment and exit data (for cohort graduation data) and 2012–13 enrollment, exit, and demographic data. These data will be extracted from the CALPADS Operational Data Store (ODS) on November 1. In January 2014, the CDE will publish API and AYP reports to reflect the enrollment, exit, and demographic data corrections made through the CALPADS ODS.

Questions

Questions regarding correcting data in CALPADS should be directed to the CALPADS Service Desk by phone at 916-325-9210 or by e-mail at calpads-support@cde.ca.gov.

If you have any questions regarding this letter, please contact Justin Lane, Associate Governmental Program Analyst, Academic Accountability Unit, by phone at 916-323-1341 or by e-mail at jlane@cde.ca.gov.

Sincerely,

Jenny Singh, Administrator
Academic Accountability Unit

JS:jl
Attachment

cc: CALPADS Coordinators